INDIANA

CORE40

End-of-Course Assessments

To: School Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: {current date}

Re: STC Confirmation for Core 40 End-of-Course Assessment Online Testing
System – A3 Administration

Welcome to the Core 40 End-of-Course Assessment Online Testing Program hosted by
Questar Assessment, Inc. Your Corporation Test Coordinator has designated you as the
School Test Coordinator. As the School Test Coordinator, you will play an integral part in
the success of this system by coordinating testing activities at the school level.

Questar Core 40 ECA Administration Information

Administration Window	IDOE Registration (data collection)	Online Registration Deadline	Delivery Method: Content Area
Administration 3 (A3)			
April 28 – May 30, 2008	March 3 - 21, 2008	**Online:** April 25, 2008 **Paper-and-Pencil:** February 29, 2008	**Online:** Algebra I, Biology I, and English 11 **Paper-and-Pencil:** Algebra I, Algebra II, and Biology I

Responsibilities of the School Test Coordinator for the A1 and A2 Administration:

- Verify that all Teachers and/or Test Examiners who will be conducting the A2 and/or
  A3 administration are registered on the site.
  *Note: Teachers included in the IDOE Data Collection file or who were created
  during previous administrations will already have a profile.*
- Run the TEST SCOUT program. (Information will be provided in a separate email.)
- Communicate the Web address and login information to all Teachers/Test
  Examiners involved with the administration. (*School Test Coordinators should not
  allow Examiners to use the STC login/password at any time.*)
- Invalidate student scores when necessary.
- Review the Exception Report.

- Indicate when your school has completed testing.

Information on how to perform the above tasks will be covered during the Interactive Web Training sessions, or you can access the Test Coordinator's Manual from the online **Help** menu for step-by-step instructions.

Interactive Web Training Sessions
Interactive web training sessions are scheduled to familiarize Corporation Test Coordinators, School Test Coordinators, and Teachers and/or Examiners with the online and paper-and-pencil testing process. CTCs and STCs should register with IDOE for training with EACH vendor to understand the requirements for the various assessments offered this year. These training sessions are scheduled prior to Administration 3 for the 2007-2008 school year.

Web Training Calendar for the 2007-2008 administrations of ECAs in A3 (EST)

Training Session	Date	Time	Focus and Vendor for Training
1	Tuesday February 26, 2008	3:00 – 4:00 PM	CTC (only) Online & Paper-and-Pencil Vendor: Questar
2	Friday February 29, 2008	8:30 – 9:30 AM	CTC (only) Online & Paper-and-Pencil Vendor: ACT
3	Monday March 10, 2008	3:00 – 4:00 PM	CTC/STC (combined) Online testing only Vendor: Questar
4	Tuesday March 11, 2008	8:30 – 9:30 AM	CTC/STC (combined) Online & Paper-and-Pencil Vendor: ACT QualityCore
5	Thursday March 13, 2008	8:30 – 9:30 AM	STC (only) Online & Paper-and Pencil Vendor: ACT QualityCore
6	Monday March 31, 2008	8:30 – 9:30 AM	CTC/STC (combined) Online testing only Vendor: Questar
7	Tuesday April 8, 2008	3:15 – 4:00 PM	Teacher/Examiner (only) Vendor: ACT QualityCore Content Areas: Algebra II & English 11
8	Thursday April 10, 2008	8:30 – 9:30 AM	CTC/STC (combined) Paper-and-Pencil only Vendor: Questar
9	Tuesday April 15, 2008	3:00 – 4:00 PM	CTC/STC (combined) Paper-and-Pencil only Vendor: Questar

10	Thursday April 17, 2008	3:15 – 4:00 PM	Teacher/Examiner (only) Vendor: Questar Online Content Areas: Algebra I, Biology I, English 11
11	Tuesday April 22, 2008	3:15 – 4:00 PM	Teacher/Examiner (only) Vendor: Questar PP Content Areas: Algebra I, Algebra II, Biology I

Web Training Registration
Be sure to register the School Test Coordinators, Teachers and/or Examiners who will need training for online and/or paper-and-pencil assessments. To register yourself and your staff for a Web Training Session, please send the following information for each participant via **e-mail** to Colin Riessen, criessen@doe.in.gov. ***Note:*** *If multiple people will be joining in on the same training under one login, indicate which person will be the lead contact and should be responsible for receiving the registration information.*

1. Date of Session
2. Participant's name
3. School name
4. E-mail address
5. Telephone number

Specific details on the web training site and login information will be sent several days prior to the web training.

<u>Accessing the *Questar* Testing Site</u>

To access the *Questar* End-of-Course Assessment site for registration, please make sure that your system meets these requirements:

- Computers must have Internet Explorer 5.5, Netscape Version 7.0, Mozilla 1.7 or Firefox 1.0 or Safari (minimum requirements) on a Windows operating system or Macintosh platform

Below are the Web address, username, and password that you will need to access the Questar Core 40 End-of-Course Assessment testing site.

- Web Address: http://INCore40eca.questarai.com/admin
- Username: {computer generated username}
- Password: {computer generated password}

If the link above is not active, follow the directions below to access the testing site:

1. Open your browser.
2. Click once in the **Address** field of the browser window.
3. Type (or copy and paste) the Web address:
   http://INCore40eca.questarai.com/admin
4. Type your username in the **Username** field.
5. Type your password in the **Password** field.
6. Click once on **Login**.

Help

If you would like to obtain step-by-step information explaining how to use the site before or after the Web Training, information can be obtained from the online **Help** menu. Three different help options are available:

- Test Coordinator Manual (Online and PDF formats)
- Testing FAQ (PDF Format)
- E-mail Support

Test Coordinator Manual
When the Test Coordinator's Manual is selected from the **Help** menu, a new browser window will open containing the selected manual. This manual provides you with options to print, save as a PDF or search.

E-mail Support
When this menu option is selected, an outgoing e-mail window will be displayed with the Core 40 Technical Support e-mail address in the "To:" field. You will be able to send questions and comments to the Technical Support Desk.

Additional Information

Core 40 End-of-Course Assessment Related Questions and General Information:
IDOE's ECA Help Desk
Phone (317) 232-9050
Email: ECA@doe.state.in.us

***Questar* Online Technology or Paper-and-Pencil Testing Related Questions:**
Phone: 1-877-IC40-ECA (1-877-424-0322)
Email: Core40support@questarai.com

Core 40 End-of-Course Assessment Web site:
www.doe.state.in.us/core40eca

Note: For future reference, this memorandum will be posted at http://doe.state.in.us/core40eca/welcome.html